D R A F T
(Revisions as of 99/07/28)

DEFENSE TRAVEL SYSTEM (DTS)
TRAINING CONCEPT OF OPERATIONS
(CONOPS)

1.	General.

	A.	The introduction of a significantly different way of executing and managing travel for the Department of Defense (DoD) is a major undertaking, which will succeed only if the users and supporters of the system are knowledgeable and competent in their roles and responsibilities. Consequently, a comprehensive Defense Travel System (DTS) Training Program, that integrates both government and vendor training, is essential to the effective implementation of the DTS. Successful execution of the DTS Training Program requires close coordination with the Services/Defense Agencies located in the respective defense travel areas[1].

	B.	This document delineates the responsibilities, audiences and training events that currently comprise the DTS Training Program. It does not address outreach activities by the government or vendor(s) that are informational rather than training in their orientation (i.e. government/vendor public affairs campaign).

2.	Scope. The DTS Training Program consists of two major components: government training and vendor training.

	A.	Government training is provided by a combination of government and contractor personnel who will address the government regulations, policies and procedures applicable to the DTS.

	B.	Vendor training is provided by vendor personnel and will address the operation of the Common User Interface (CUI) and how commercial travel services are provided within the DTS.

3.	Responsibilities.

	A.	Project Management Office-DTS (PMO-DTS). The PMO-DTS is responsible for oversight of the entire DTS training program, and for the development, coordination, distribution and execution of all information contained therein.

	B.	Services and Defense Agencies.

		(1)	Assist the PMO-DTS in the coordination and execution of the DTS Training Program.

---

[1] Includes Defense Travel Region 6 and the other 18 areas as delineated in the appropriate contract line item numbers (CLINs).

D R A F T

(2) With the support of the DTS Training Program, develop the requisite training capability to support fielding of the DTS within their Service or Agency. Services and Defense Agencies will be responsible for developing and conducting any additional unique training for their organizations.

(3) Responsible for their Service/Agency TDY funding for training attendance.

C. Vendor. In coordination with the PMO-DTS, develop and conduct training on the operation of the common user interface (CUI) and the delivery of commercial travel services under the DTS. (In Defense travel areas outside of DTR 6, commercial travel service responsibilities may be split between multiple vendors depending upon the award of the follow-on travel service contracts.)

4. Training Audiences. The DTS Training Program is designed to provide training to the following audiences:

Audience	Government Policies and Procedures	Operation of the CUI	Supporting Training Event
Travelers	X	X	TTT
Authorizing Officials (AO)	X	X	TTT
Defense Travel Administration (DTA)	X	X	DTA
Systems Administrators	X	X	SA
Local Registration Authorities	X		LRA
Key: TTT: Train-the-Trainer Training SA: Systems Administrator Training DTA: Defense Travel Administration Training/Seminars LRA: Local Registration Authority Public Key Infrastructure (PKI) Training			

Table 1

5. Training Philosophy.

A. The training required to support implementation of the DTS is a major undertaking. The large number of sites at which the DTS will be implemented precludes the PMO-DTS training teams from visiting each location. Consequently, training of the majority of the DTS users (i.e., Defense Travel Administration (DTA) personnel, travelers and authorizing officials (AOs)) will be accomplished using both functional and train-the-trainer (TTT) approaches. In this regard, it is essential that organizations ensure that they send the best-suited individuals to the appropriate training sessions. An examination of the information in paragraph 6 of this document will assist organizations to identify which individuals should attend DTA an/or TTT training.

B. The lessons within the DTS Training Program have been developed to capitalize on the user-friendly, intuitive nature of the CUI and are based on the assumption that DTS trainers possess a basic proficiency in using a Windows-based operating system. Ideally, training participants would have more than a basic

proficiency. Because the DTS training program does not contain any instruction on the use of a computer or windows-based operating system, any remedial instruction needed in these areas is an organizational responsibility.

C. The DTS training program materials are living documents that will be refined and perfected throughout execution. The goal is to make the training more efficient, to minimize the number and duration of classroom lessons and to eventually convert as much of the instruction as feasible from a paper-based to an electronic (Internet/Computer Based) product. These steps will increase ready access to DTS information and provide greater flexibility to organizations in accomplishing the training needed to implement and sustain the DTS.

6.   Training Program.

A. The main components of the DTS training program are the Defense Travel Administration (DTA) functional training and Train the Trainer (TTT) training. Both of these training sessions will be conducted over a 2-week period based on the schedule indicated in Enclosure 1(while training dates are subject to change, the sequence of training locations is anticipated to remain the same). Additional training locations and dates will be determined as required to support the DTS phase-in schedule. Attendance at both training sessions is not mandatory and should be based on the information contained in 6.D., Consideration in Selecting Participants.

B. Defense Travel Administration (DTA) training will be accomplished in two phases:

(1)   First, the PMO-DTS will conduct quarterly DTA seminars. These seminars are targeted at the managers of the DTA(s) and those personnel who will be developing their organization's DTS hierarchies. These seminars should be attended by selected personnel approximately 90 -150 days prior to the DTS being phased in for their location. The PMO-DTS will be responsible for notifying Service/Agency representatives as to the date and location(s) of the DTA seminar they should attend and the number of seats allocated.

(2)   The second phase of DTA training will be a four-day functional training session for DTA personnel focusing on government policies and procedures as well as software functionality for setting up the DTA structure for their organization(s). It is anticipated that this training will be conducted approximately 60 days prior to implementation. The training sessions will be conducted at locations indicated at Enclosure 1. The PMO-DTS will be responsible for notifying Service/Agency representatives as to the date of the session(s) they should attend and the number of seats allocated. Class size, due to equipment requirements and instructor/student ratio, will be limited to twenty (20) individuals. Additional training locations and dates will be determined as required to support the DTS phase-in schedule.

(3)   An outline of the DTA training curriculum is located at Enclosure 2.

C. Train-the-Trainer (TTT) training is 2 days in duration and will be conducted at locations in accordance with the schedule at Enclosure 1. Two 2-day blocks of instruction will be held at each location. It is anticipated that this training will be conducted approximately 60 days prior to implementation. The PMO-DTS will be responsible for notifying Service/Agency representatives as to the date of the training they should attend and the number of seats allocated. Additional training locations and dates will be determined as required to support the DTS phase-in schedule.

(1)   The primary goal of TTT training is to prepare individuals to serve as DTS trainers for travelers and Authorizing Officials (AOs). The training schedule will consist of 1/2 day of government training, which will focus on government policies and procedures pertinent to the DTS. This will then be followed by 1 1/2 days of vendor training which will focus on the function/utilization of the CUI. Class size, due to equipment requirements and instructor/student ratio, will be limited to twenty (20) individuals.

(2)   An outline of the TTT training curriculum is at Enclosure 3.

D. <u>Considerations in Selecting Participants</u>.

(1) <u>DTA Training</u>. In determining who should attend DTA training, consideration must be given by the Service/Agency to the organization's DTA structure. While all areas of the DTA are important, due to limited training seats, it is recommended that priority for attendance to DTA training be given to individuals who will have responsibility for the finance and/or personnel DTA functions of their organizations. It is also recommended that individuals selected to attend DTA training have a minimum of 12 months remaining in the organization upon completion. All DTA training participants must be familiar in using computers with a Windows-based operating system.

(2) <u>TTT Training</u>. Personnel selected by their organizations to attend TTT training should be proficient as instructors and, because of the nature of the subject matter, have expertise, and preferably experience, in travel-related areas such as finance, personnel, transportation, etc. As with DTA training, it is also recommended that individuals selected to attend TTT training have a minimum of 12 months remaining in the organization upon completion. All TTT participants must also be familiar in using computers with a Windows-based operating system.

(3) <u>Training Prerequisites</u>. Prior to attending training, either DTA or TTT, it is highly recommended that all training participants review the DTS training materials that may be found at the following WEB locations:

a. http:\\www.dtic.mil/travelink/index.html – This WEB address will connect you to the PMO DTS WEB site. All training materials for government policies and procedures may be viewed by going to the training section. This WEB address also has numerous links to other appropriate WEB sites that have travel related policies and procedures information.

b. http:\\www.defensetravel.com – This WEB address will connect you to the TRW Defense Travel WEB site (can also be accessed by a link through the WEB address in section a above. All vendor training materials may be viewed by going to the training section. Of particular note is the DTS Common User Interface (CUI) Computer Based Training (CBT). **IT IS STRONGLY RECOMMENDED AND ENCOURAGED THAT ALL TRAINING PARTICIPANTS HAVE GONE THORUGH THE ENTIRE CUI CBT PRIOR TO ATTENDING THEIR TRAINING SESSION.**

E. Delivery of Training. A combined government-vendor team will deliver both DTA and TTT training. A representative of PMO-DTS will lead the training team.

(1) Government Training. Training will consist of classroom instruction conducted in a lecture format. Participants will be provided all lesson materials on CD-ROM (i.e. instructor guides, student guides, handouts, briefing slides, etc.) necessary to conduct follow-on initial and sustainment DTS training for their organizations. These materials can be easily reproducible at the local level. Although the government training material will initially be paper-based, it will be enhanced to take advantage of distributed learning technologies (i.e., Internet/Computer based training).

(2) Vendor Training. Training will include hands-on activities that replicate the use of the CUI in various scenarios as a DTA, traveler and AO. All participants will be provided with vendor training materials to conduct follow-on initial and refresher training. As previously indicated, class size, due to equipment requirements and instructor/student ratio, will be limited to twenty (20) individuals for DTA functional training and twenty (20) individuals for each block of TTT training.

G. Coordination and Support.   Training will be conducted at multiple sites based upon the training needs of the organizations within the respective defense travel areas. Exact training sites and dates will be determined from several factors including the availability of adequate government training facilities, the DTS phase in schedule and the location of personnel to be trained.

(1) To ensure that training is properly coordinated and that available seats are fully utilized, it will be necessary to identify a point of contact (POC) for each training site and each organization that has a training requirement. (Organizations with multiple activities in a Defense travel area may have a single POC at the appropriate headquarters level rather than a POC for each site.)

(2) The sites, schedule and allocation of DTA and TTT class seats will be managed by the PMO-DTS, Travel Service Acquisition Management (TSAM) Branch, in close coordination with the Services, Defense Agencies, the vendor and other PMO-DTS branches. Every effort will be made to ensure that organizations are afforded an adequate number of training seats to meet their needs. Information will be disseminated to the Services and Defense Agencies via their DTS Training POC to assist in identifying the training sites, dates and the organizations supported by each training event.

(3) The PMO-DTS training team is responsible for ensuring that all required equipment is available to conduct DTA and TTT training. Organizations providing facilities for the training classes will not be required to provide computers, but will be expected to provide general classroom support (i.e., audiovisual capability, electrical power connections, tables, chairs, etc.) to the maximum extent possible. Specific support requirements will be identified in writing by the PMO-DTS to the host organization in advance of the scheduled training.

(4) Modifications to the training dates, locations or number of available seats, will be coordinated by the PMO-DTS, TSAM Branch, with appropriate training site and Service/Agency representatives.

H. Funding. Funding of travel and per diem for participants is the responsibility of their parent organization.

I. Local Registration Authority (LRA)/Public Key Infrastructure (PKI) Training. This training will be 1 day in duration and conducted in a central location. The primary purpose of the training is to prepare individuals to serve as LRAs in support of DTS. (Note: This is not intended to be TTT training.)

(1) Subject Matter. The training will focus on the responsibilities of the LRA and the procedures by which DTS users generate digital signatures. Instruction will include lecture and hands-on practical applications.

(2) Considerations in Selecting Participants. Recipients of this training should be individuals who will be serving as the LRA for their organization.

(3) Delivery of Training. Government contractor instructors, using a combination of lecture and practical exercise, will conduct training. Each participant will be provided appropriate materials for use in reinforcing the training after they return to their organization and to aid them in assisting travelers to generate their digital signature certificates.

(4) Coordination and Support. Training will be centralized and the schedule, seat allocations and logistics coordinated by the PMO-DTS, Information Technology (IT) Branch in coordination with the Defense Information Systems Agency (DISA).

(5) Funding. Funding of travel and per diem for participants is the responsibility of their parent organization.

J. Systems Administrator (SA) Training. This "on-the-job (OJT)" training will not exceed 1 day in duration and will be conducted on site in conjunction with the fielding of the CUI. The primary purpose of this training is to assist individuals who have responsibilities for the information systems on which the CUI will be installed or through which access to the CUI will be accomplished. (Note: This is not intended to be Train-the-Trainer training.)

(1) Subject Matter. The focus of the training is on the policies and procedures for establishing, maintaining and safeguarding access to the CUI.

(2) Considerations in Selecting Trainers. Individuals selected to perform this training, supported by contractor trainers, will be subject matter experts with appropriate training proficiency. Recommended source for government trainers is the PMO-DTS, Deployment Branch, in conjunction with vendor selected trainers.

(3) Considerations in Selecting Participants. Recipients of this training should be individuals who will be serving as the systems administrator for their organization.

(4) Delivery of Training. A government-vendor training team will conduct this OJT training. Instructors will employ the most appropriate instructional methodologies consistent with the subject matter. Each participant will be provided appropriate reference materials to reinforce the training.

(5) Coordination and Support. Training will be conducted at selected field locations and coordinated by the PMO-DTS, Deployment Branch, with the vendor, the affected commands and within the PMO-DTS. Training will be scheduled in accordance with the vendor's approved CUI fielding schedule.

(6) Funding. Funding for trainers and participants is the responsibility of their parent organization. However, because SA training is conducted on site, there should be no cost to the participants.

Enclosure 1

DTR 6 Training Schedule
(contact Service/Agency DTS POC
for Training Start/End dates)

Site	Tng Location	Training Start Date	Training End Date
Whiteman AFB, Knob Noster	Whiteman, AFB	TBD	TBD
Minot AFB	Minot AFB, ND	TBD	TBD
Ellsworth AFB (incls Belle Fourche AFB)	Ellsworth AFB, SD	TBD	TBD
Grand Forks AFB	Grand Forks AFB, ND	TBD	TBD
Rock Island Arsenal	Rock Island Arsenal, IL	TBD	TBD
NG, IL NG, Camp Lincoln, Springfield (1301 N MacArthur Blvd)	IL NG, Springfield, IL	TBD	TBD
NG, IA NG, Camp Dodge, Johnston (7700 NW Beaver Dr)	IA NG, Camp Dodge, IA	TBD	TBD
Fort Campbell (Phase IV E&E)	**Fort Campbell, KY (Phase IV E&E)**	TBD	TBD
Offutt AFB	Offutt AFB, NE	TBD	TBD
DLA, DMDC, Chicago Phase IV (E&E)	**Chicago, IL (Phase IV E&E)**	TBD	TBD
AF Reserve, 434th Recon Wing, Grissom AFB, Peru (434 SPTG/SC)	Grissom AFB	TBD	TBD
NG, IN NG, Indianapolis (2002 S Holt Rd)	IN NG, Indianapolis, IN	TBD	TBD
Selfridge ANGB	Selfridge ANGB, MI	TBD	TBD
NG, MI NG, Lansing (3111 W St Joseph St)	MI NG, Lansing, MI	TBD	TBD
TACOM, Detroit Arsenal, Warren (Bldg 230, Rm 130E)	TACOM, Warren, MI	TBD	TBD
NG, SD NG, Camp Rapid, Rapid City (2823 W Main St)	SD NG, Rapid City, SD	TBD	TBD
NG, ND NG, Bismarck Armory, Bismarck (4200 E Divide Ave)	ND NG , Bismarck, ND	TBD	TBD
NG, MN NG, Camp Ripley, Little Falls, St Paul (20 W 12th St)	MN NG, Camp Ripley, MN	TBD	TBD
Kansas City, MO	**Marine Corps Sites (Phase IV E &E)**	TBD	TBD
NG, WI NG, Camp Douglas, Madison (2400 Wright St)	Camp Douglas, WI	TBD	TBD
ANG, 123rd Airlift Wing, Louisville (Stadiford ANG Base)	Standiford ANG, Louisville, KY	TBD	TBD
AF Reserve, 934th Airlift Wing, Minneapolis/SP IAP	Minneapolis, MN	TBD	TBD
Army Reserve, Fort Snelling	Fort Snelling, MN	TBD	TBD
Army Reserve, Fort McCoy (3050 West N St)	Fort McCoy, WI	TBD	TBD
Crane, Naval Weapons Spt Ctr Crane (Phase IV E&E)	**Naval Weapons Ctr, Crane, IN (Phase IV E &E)**	TBD	TBD
NAVPTO, Great Lakes, NTC	Great Lakes Tng Ctr, IL	TBD	TBD
NG, NE NG, Lincoln (1234 Military Rd)	NE NG, Lincoln, NE	TBD	TBD
NG, MO NG, Jefferson City (7101 Military Circle)	Mo NG, Jefferson City, MO	TBD	TBD
Fort Leonard Wood	Ft Leonard Wood, MO	TBD	TBD
Army Reserve, AR-PERSCOM (xARPERCEN), St. Louis (9700 Page Ave)	ARPERCEN, ST Louis, MO	TBD	TBD
NG, KY NG, Frankfort (100 Minuteman Pkwy)	KY NG, Frankfort, KY	TBD	TBD
Fort Knox	Fort Knox, KY	TBD	TBD

Enclosure 2

DEFENSE TRAVEL ADMINISTRATION (DTA)
CURRICULUM

DAY 1 (TUESDAY)
0730 – 0900 PMO: a. Introduction to Defense Travel System (DTS) Training Program
                                     b. Overview of the Defense Travel System
                                     c. DTS CUI Training Video
0900 – 1000 PMO: Digital Signature – Educating the Traveler
1000 – 1100 PMO: Simplified Entitlements and Proportional Meal Rates
1100 – 1200 PMO: Traveler Responsibilities
1200 - 1300 Lunch

1300 – 1700 TRW: DTS CUI Training:

LESSON 1 – INTRODUCTION - Administrative Remarks
            LESSON 1.1
            a. DTS System Overview
            b. Training Schedule
            c. Training Overview
            d. Class Registration
            LESSON 1.2 – Introduction to Computer Based Training
            LESSON 1.3 – Digital Certification and Electronic Signatures
            LESSON 1.4 – User Role

LESSON 2 – AUTHORIZATIONS
            LESSON 2.1 – Reviewing/Updating Traveler Information
            LESSON 2.2 - Preparing an Itinerary
            LESSON 2.3 - Selecting or Viewing Reservation Information
            LESSON 2.4 – Ticketed Transportation
            LESSON 2.5 - View Lodging/M&IE
            LESSON 2.6 - Estimate Expenses
            LESSON 2.7 - Add Accounting Information
            LESSON 2.8 - Viewing Totals
            LESSON 2.9 – Pre-Audit Document
            LESSON 2.10 - Document Status

LESSON 3 – CHANGING AN AUTHORIZATION BEFORE/AFTER APPROVAL
            LESSON 3.1 – Adjusting or Amending an Authorization
            LESSON 3.2 – Document Status

DEFENSE TRAVEL ADMINISTRATION (DTA) CURRICULUM – (Cont'd)

DAY 2 (WEDNESDAY)
0800 – 1000 TRW: DTS CUI Training:

LESSON 4 – CREATING A VOUCHER FROM AUTHORIZATION
      LESSON 4.1 – Create a Voucher from Authorization Document
      LESSON 4.2 – Pre-Audit Document

LESSON 5 – CREATING A LOCAL VOUCHER
      LESSON 5.1. – Create a Local Voucher
      LESSON 5.2 - Expenses
      LESSON 5.3 – Pre-Audit Document
      LESSON 5.4 - Document Status

LESSON 6 – CHANGING A VOUCHER BEFORE/AFTER APPROVAL
      LESSON 6.1 – Adjusting or Amending a Voucher
      LESSON 6.3 – Document Status

1000 – 1100 PMO: Authorizing Official Responsibilities

1100 – 1200 TRW: DTS CUI Training:

LESSON 7 – AUTHORIZING OFFICIALS
      LESSON 7.1 – Logging into DTS CUI
      LESSON 7.2 – Approving a Document
      LESSON 7.3 – Travel Approval checklist
      LESSON 7.4 – Sign Documents
      LESSON 7.5 – Adjust Documents
      LESSON 7.6 – Pre-auditing Documents before Signing
      LESSON 7.7 – Preview Documents
      LESSON 7.8 – Cancel Documents
      LESSON 7.9 – Returning Documents to Travelers
      LESSON 7.10 – Delegating and Revoking Signature Authority
      LESSON 7.11 –View Setup Menu
      LESSON 7.12 – Fund Certification
      LESSON 7.13 – Verify Fund Availability
      LESSON 7.14 – Budget Report

Enclosure 2

DEFENSE TRAVEL ADMINISTRATION (DTA) CURRICULUM – (Cont'd)

DAY 2 (WEDNESDAY – CONT'D)
1200 – 1300 - Lunch
1300 – 1400 - PMO: Defense Travel Administration (DTA) Overview

1400 – 1700 - TRW: DTS CUI Training

DEFENSE TRAVEL ADMINISTRATION (DTA)

LESSON 1 – DTA LOGICAL FLOW PROCESS

LESSON 2 – SETTING UP ORGANIZATIONAL STRUCTURE
        LESSON 2.1 – Hierarchical Organizations
        Practical Exercise 1 – Creating Hierarchical Organizations
        Practical Exercise 2 – Attaching a Naming Sequence to an Organization

LESSON 3 – SETTING UP ACCOUNT CODES
        Practical Exercise 3 – Creating Accounting Labels
        Practical Exercise 4 - Adding the Accounting Codes

LESSON 4 – TRAVELER INFORMATION
        LESSON 4.1 – Setting Up Groups
        Practical Exercise 5 – Adding Multiple Groups and
        Determining Group Access

DAY 3 (THURSDAY)
0800 – 1200 - TRW: DTS CUI Training

LESSON 5 – BUDGETS
        Practical Exercise 6 – Setting Up Budgets

1200 – 1300 - Lunch

1300 – 1700 - TRW：DTS CUI Training (Cont'd)

LESSON 5 – BUDGETS – Cont'd

LESSON 6 – SETTING UP ROUTING LISTS
        Practical Exercise 7 – Create Routing Lists
        Practical Exercise 8 – Assign the Routing Lists
        Practical Exercise 9 – Create and Route an Authorization, and Check the
        Budget

Enclosure 2

DEFENSE TRAVEL ADMINISTRATION (DTA) CURRICULUM – (Cont'd)

LESSON 6 – SETTING UP ROUTING LISTS (Con't)
        Practical Exercise 10 – Create and Route a Voucher, and Check the Budget
        Practical Exercise 11 – Setting Up Conditional Routing (Trip Purpose Used)

LESSON 7 – REPORTS
        LESSON 7.1 – Electronic Processing Reports
        LESSON 7.2 – Document Pre paration Reports

DAY 4 (FRIDAY)
0800 – 1200 - TRW: DTS CUI Training

DTA SUMMARY PRACTICAL EXERCISE

1200 – 1300 - Lunch

1300 – 1600 - TRW: DTS CUI Training

DTA SUMMARY PRACTICAL EXERCISE (Con't)

1600 - 1700 - TRW: Course Review & Evaluations

        a. DTA COMMENTS AND REVIEW
        b. DTS CHALLENGE
        c. COURSE EVALUATION REPORTS

Enclosure 2

D R A F T
(Revisions as of 99/07/28)

Enclosure 3

TRAIN-THE-TRAINER (TTT)
CURRICULUM

DAY 1 (MONDAY/WEDNESDAY)
0730 – 0900 PMO: a. Introduction to Defense Travel System (DTS) Training Program
                          b. Overview of the Defense Travel System
                          c. DTS CUI Training Video
0900 – 1000 PMO: Digital Signature – Educating the Traveler
1000 – 1100 PMO: Simplified Entitlements and Proportional Meal Rates
1100 – 1200 PMO: Traveler Responsibilities

1200 - 1300 - Lunch

1300 – 1700 - TRW: DTS CUI Training

LESSON 1 – INTRODUCTION - Administrative Remarks
        LESSON 1.1
        a. DTS System Overview
        b. Training Schedule
        c. Training Overview
        d. Class Registration
        LESSON 1.2 – Introduction to Computer Based Training
        LESSON 1.3 – Digital Certification and Electronic Signatures
        LESSON 1.4 – User Role

LESSON 2 – AUTHORIZATIONS
        LESSON 2.1 – Reviewing/Updating Traveler Information
        LESSON 2.2 - Preparing an Itinerary
        LESSON 2.3 - Selecting or Viewing Reservation Information
        LESSON 2.4 – Ticketed Transportation
        LESSON 2.5 - View Lodging/M&IE
        LESSON 2.6 - Estimate Expenses
        LESSON 2.7 - Add Accounting Information
        LESSON 2.8 - Viewing Totals
        LESSON 2.9 – Pre-Audit Document
        LESSON 2.10 - Document Status

LESSON 3 – CHANGING AN AUTHORIZATION BEFORE/AFTER APPROVAL
        LESSON 3.1 – Adjusting or Amending an Authorization
        LESSON 3.2 – Document Status

TRAIN-THE-TRAINER (TTT) CURRICULUM (Con't)

DAY 2 (TUESDAY/THURSDAY)
0800 – 1200 - TRW: DTS CUI Training:

LESSON 4 – CREATING A VOUCHER FROM AUTHORIZATION
> LESSON 4.1 – Create a Voucher from Authorization Document
> LESSON 4.2 – Pre-Audit Document

LESSON 5 – CREATING A LOCAL VOUCHER
> LESSON 5.1. – Create a Local Voucher
> LESSON 5.2 - Expenses
> LESSON 5.3 – Pre-Audit Document
> LESSON 5.4 - Document Status

LESSON 6 – CHANGING A VOUCHER BEFORE/AFTER APPROVAL
> LESSON 6.1 – Adjusting or Amending a Voucher
> LESSON 6.3 – Document Status

PRACTICAL EXERCISES - AUTHORIZATIONS and VOUCHERS

1200 – 1300 - Lunch

1300 – 1400 PMO: Authorizing Official Responsibilities

1400 – 1600 TRW: DTS CUI Training

LESSON 7 – AUTHORIZING OFFICIALS
> LESSON 7.1 – Logging into DTS CUI
> LESSON 7.2 – Approving a Document
> LESSON 7.3 – Travel Approval checklist
> LESSON 7.4 – Sign Documents
> LESSON 7.5 – Adjust Documents
> LESSON 7.6 – Pre-auditing Documents before Signing
> LESSON 7.7 – Preview Documents
> LESSON 7.8 – Cancel Documents
> LESSON 7.9 – Returning Documents to Travelers
> LESSON 7.10 – Delegating and Revoking Signature Authority
> LESSON 7.11 –View Setup Menu
> LESSON 7.12 – Fund Certification
> LESSON 7.13 – Verify Fund Availability
> LESSON 7.14 – Budget Report

Enclosure 3

TRAIN-THE-TRAINER (TTT) CURRICULUM (Con't)

DAY 2 (TUESDAY/THURSDAY) (Con't)

1600 – 1700 TRW: Course Review & Evaluations:

> a. Comments and Review
> b. DTS Train-the-Trainer challenge
> c. Course evaluation reports